



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**



**Forest Crew Supervisor – Correctional Facilities  
Northeast Region  
Bulletin #V\*01051-OC**

**AGENCY MISSION AND CHALLENGE:**

The mission of the DNR is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR also provides leadership in creating a sustainable future for the Public Land Trusts. The DNR manages over five million acres of state-owned land, over 1300 employees, and operates with a biennial budget of approximately \$400 million. You can find more information about the department at our [DNR Home Page](#).

**APPOINTMENT TYPE:** 8-month seasonal position

**SALARY:** \$2,586 - \$3,291 per month

**CLOSING DATE:** February 18, 2005

**LOCATION:** The register established by this recruitment announcement may be used to fill an anticipated vacancy at Airway Heights Correction Center, Northeast Region, Spokane County (GE32)

**JOB PROFILE:**

Directs, plans, and evaluates the daily work activities of a Correctional Facility resident work crew performing forest silviculture tasks, forest road maintenance, recreation site maintenance and fire control duties. Fieldwork requires excellent physical condition. These duties may include a demand for extra ordinary strenuous activities and emergencies under adverse environmental conditions and over extended periods of time. Requirements include driving, running, walking, climbing, twisting, bending, and lifting more than 50 pounds. They also include working long hours, extended periods of time away from home.

**MINIMUM QUALIFICATIONS/REQUIRED QUALIFICATIONS:**

- One year and six months (total of 18 months) of forest crafts experience, AND six months of lead work experience.
- Due to the nature of this position's involvement in fire suppression applicants are required to meet the wildland fire suppression employment requirements. This includes passing the work capacity test (aka "Pack" test) at the moderate level, having a valid drivers license and a 3 year driving abstract free from serious offenses and 2 years of driving experience. [Click on this link for detailed information regarding these requirements](#). If in the event, candidates are hired before the test is administered, failure to pass will result in termination of employment. (For promotional candidates, failure would result in reversion from trial service employment.) A valid driver's license is also required.

**DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:**

- Good written and oral communication skills;
- Knowledge of safety and security concerns related to offenders;
- Supervisory experience;
- Field experience in accomplishing forestry related work;
- Skill in conflict resolution;
- Ability to work with people to solve problems.

**WHO MAY APPLY:**

This recruitment is open to anyone who meets the minimum qualifications.

**APPLICATION PROCESS:**

Interested and qualified candidates should submit:

- ☐ A current Washington State Application and
- ☐ A completed experience and training questionnaire that is included with this announcement.
- ☐ Photocopy of your driver's license
- ☐ A Department of Licensing driving abstract for the last three years.

The examination for all candidates will consist of verification and evaluation of applicant's experience and training (**E&T**) based on information contained in the application and references which may be obtained from former employers, school and other sources. All candidates who qualify on the examination will be certified as "eligible" and will have their name placed on unranked registers.

The application form and experience and training questionnaire (**E&T**) must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Resumes or attachments in lieu of education and employment history will not be accepted. Your application may not be resubmitted with additional information.

**VETERANS:** If you are a veteran requesting veteran's preference, you must submit a copy of your DD-214 form with you application.

**NOTE:** Background investigations will be conducted on selected candidates due to the sensitive and confidential nature of this position.

**Materials should be submitted by the February 18, 2005 to:**

Penny Foerch  
DNR, Northeast Region  
P.O. Box 190  
Colville, WA 99114

If you have questions, call Penny Foerch at 509.684.7474

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## FOREST CREW SUPERVISOR – CORRECTIONAL FACILITIES Bulletin #V\*01051-OC

NAME: SS#:

HOME PHONE: WORK PHONE: EMAIL ADDRESS:

**EXAMINATION PROCEDURE:** The examination is an evaluation of your experience and training (E&T). The examination questions are printed directly on this recruitment announcement. Read the instructions carefully and provide your answers in the required format. The raters will score only those answers that follow the required format. We may verify your answers.

**THIS IS A TEST.** IN ADDITION TO COMPLETING THE EMPLOYMENT HISTORY PORTION OF YOUR APPLICATION, YOU MUST ANSWER THESE QUESTIONS. ATTACH THIS TO YOUR COMPLETED STATE APPLICATION FORM. (YOU MAY USE ADDITIONAL SHEETS OF PAPER, USING THE SAME FORMAT, IF THERE IS NOT ENOUGH SPACE BELOW. NO CREDIT WILL BE GIVEN FOR INCOMPLETE RESPONSES.) **NOTE: FAILURE TO COMPLETE THIS EXAMINATION QUESTIONNAIRE WILL RESULT IN NO CREDIT GIVEN AND REJECTION OF YOUR APPLICATION.**

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### **EDUCATION:**

Answer “YES” or “NO” to indicate whether you have education in any of the following areas. For each item you answered yes, complete the information requested.

YES   NO   HIGH SCHOOL

☐   ☐   1. High School Graduate or GED Equivalent?

Name of school                      Dates attended:

YES   NO   COLLEGE/VOCATIONAL/TECHNICAL SCHOOL

☐   ☐   2. College/vocational/technical school:  
Number of credits earned: Qtr                      OR   Sem                      Dates attended:

Major                      Degree (specify):

3. College/vocational/technical school:  
Number of credits earned: Qtr                      OR   Sem                      Dates attended:

Major                      Degree (specify):

4. College/vocational/technical school:  
Number of credits earned: Qtr                      OR   Sem                      Dates attended:

Major                      Degree (specify):

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## FOREST CREW SUPERVISOR – CORRECTIONAL FACILITIES (Page 2 of 3)

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### **EXPERIENCE:**

INSTRUCTIONS: Check all of the following activities you have performed. Reference the employer number from your application (i.e. #1, #2, etc.). Include the dates worked and specify whether you worked full time or part time, indicate percent.

#### **A. FOREST LABOR/CRAFTS EXPERIENCE:**

5. ☐ Precommercial thinning  
Employer #      Dates worked:      Full time ☐ Part-time      %
6. ☐ Tree planting/tree farm labor/brush disposal  
Employer #      Dates worked:      Full time ☐ Part-time      %
7. ☐ Forest fire fighting/suppression  
Employer #      Dates worked:      Full time ☐ Part-time      %
8. ☐ Choker setter/landing chaser  
Employer #      Dates worked:      Full time ☐ Part-time      %
9. ☐ Recreation site, trail/road maintenance  
Employer #      Dates worked:      Full time ☐ Part-time      %
10. ☐ Rigging slinger/timber faller  
Employer #      Dates worked:      Full time ☐ Part-time      %
11. ☐ Small equipment operation (log or dump truck driver, skidder or yarder operator, farm tractor with backhoe or bushcutter).  
Employer #      Dates worked:      Full time ☐ Part-time      %

#### **B. NON-FORESTRY EXPERIENCE:**

12. ☐ Mill/manufacturing work  
Employer #      Dates worked:      Full time ☐ Part-time      %
13. ☐ Trade work: Electrician, plumber, mechanic, heavy equipment operator, carpenter, etc.  
Employer #      Dates worked:      Full time ☐ Part-time      %
14. ☐ Additional experience which requires physical labor (i.e. farmer, service station attendant, fruit harvester, etc.)  
Employer #      Dates worked:      Full time ☐ Part-time      %
15. ☐ Correctional officer/police officer/enforcement officer (i.e. dealing with offenders and/or enforcing laws)  
Employer #      Dates worked:      Full time ☐ Part-time      %

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## FOREST CREW SUPERVISOR – CORRECTIONS FACILITIES (Page 3 of 3)

### C. TECHNICAL NATURAL RESOURCE EXPERIENCE:

16. ☐ Land and road survey  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
17. ☐ Timber sales preparation/administration  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
18. ☐ Timber cruising  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
19. ☐ Reforestation contracting  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
20. ☐ Other technical natural resource experience (i.e. geology technician, scientific research technician, wildlife/biology technician, etc.)  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %

### D. SUPERVISOR EXPERIENCE:

21. ☐ Leading or supervising a work crew (i.e., fire crew leader, forest labor/crafts, side rod, recreation crew, etc).  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
22. ☐ Technical forestry supervisory experience (timber sale, inventory, insect and disease survey, research plot measurement, habitat classification, etc.)  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
23. ☐ Supervision of correctional facility inmates (residents)  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %
24. ☐ Other supervisory experience (other than questions 21-23)  
Employer #                      Dates worked:                      Full time ☐ Part-time                      %

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I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE. I UNDERSTAND RESPONSES ARE SUBJECT TO VERIFICATION, AND UNTRUTHFUL OR MISLEADING ANSWERS ARE CAUSE FOR REMOVAL OF MY NAME FROM THE REGISTER, OR DISMISSAL, IF EMPLOYED.

Name:

(Please print)

Signature:

Date:

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